

**TOWN OF PALMYRA
ANNUAL ORGANIZATIONAL MEETING
JANUARY 9, 2018**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Organizational Meeting, scheduled for Tuesday, January 9, 2018, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

Supervisor Miller led those present in the Pledge of Allegiance to the Flag.

Upon roll call, the following Board members were present:

- Kenneth Miller, Supervisor
- James Welch, Deputy Supervisor
- Mike Lambrix, Councilman
- Todd J. Pipitone, Councilman
- Bradley Cook, Councilman

There was no one else in attendance that evening.

COMMUNICATIONS

There were no official communications.

SUPERVISOR APPOINTMENTS

The following appointments were designated and announced by the Town Supervisor Ken Miller:

- | | |
|---------------------|----------------|
| Deputy Supervisor | James T. Welch |
| Clerk to Supervisor | Petra Anderson |

TOWN BOARD LIAISON APPOINTMENTS

Supervisor Miller announced there would be no changes from 2017 to his liaison appointments for 2018:

- **Public Works:** Councilman James Welch – Highway Department, Equipment and Facilities
- **Town Development:** Councilman Todd Pipitone –IT & Phones, Fire Protection Contracts, and Strategic Plans
- **Government Operations:** Councilman Michael Lambrix – Assessor, Youth & Aging, Code Enforcement/Planning Board, and Justices.
- **Human Services:** Councilman Bradley Cook - Town Clerk, Archives, and Town Hall Facility.
- **Supervision:** Supervisor Ken Miller – Animal Control, Human Resources, Historian, and Finance

OTHER ACTION ITEMS:

<u>TITLE</u>	<u>NAME</u>
Deputy Supervisor:	James Welch
Budget Officer:	Kenneth F. Miller
Town Historian:	Beth Hoad
Town Constable:	Gary Rose
Zoning Enforcement Officer & Building Inspector:	Patrick Sheridan
Deputy Zoning Enforcement Officer & Building Inspector:	Robert Grier
Clerk to Code Enforcement Officer	Dan Wooden
Animal Control Officer & Rabies Responder:	Gary Rose
Deputy Animal Control Officer:	Michelle Rose
Deputy Town Clerk:	Heidi V. Jarvis
Deputy Clerk part-time:	Julie Hartman

4. Designate Official Newspaper: Mike Lambrix made the motion to designate the *Times of Wayne County* as the town's official newspaper for 2018.

Second: Brad Cook

Vote: 4 Ayes. Carried

5. Designate Official Board Meeting Nights: Todd Pipitone made the motion to designate the following dates as meeting nights for the Palmyra Town Board for 2018:

- 2nd Tuesday of month, at 7 p.m. - Workshop and/or business meeting—as needed
- 4th Thursday of month, at 7 p.m. - Regular business meeting at the Palmyra Town Hall with the following exceptions:
 - Regular business meetings in April & October to be held in East Palmyra.
 - November 2018 meeting will be the on the 20th of November

Second: Brad Cook

Vote: 4 Ayes. Carried

6. Designate Official Depositories: Mike Lambrix made the motion to designate Key Bank and Community Bank, NA as Official Town Depositories.

Second: Brad Cook

Vote: 4 Ayes. Carried

Supervisor Miller mentioned that the bond procurement with Key Bank is moving along. Mr. Welch asked if grant money could be used to for payment of the bond or for other improvements on the facility. Mr. Miller will find out that information.

7. Pre-payment of Specific Items: Mike Lambrix made the motion to authorize the following items to be paid prior to the monthly board meetings: Utilities, Hospitalization, Payrolls, Postage, Disability Insurance, Social Security, and Retirement.

Second: Jim Welch

Vote: 4 Ayes. Carried

8. Agreement to Spend Town Highway Funds-2018: Mike Lambrix made the motion to approve the *Agreement to Spend Highway Funds* “pursuant to the provisions of section 284 of the Highway Law,...monies levied and collected for the repair and improvement of highways...” The sum totaling \$526,981.00 may be expended for general repairs upon 49 miles of town highway.

Second: Brad Cook

Vote: 4 Ayes. Carried

This agreement will be **ATTACHMENT A.**

Group Three Resolutions in one Motion: Supervisor Miller requested the following three resolutions together in one motion:

- 9. Resolution #1-2018:** Adopt Rules of Procedure for 2018
- 10. Resolution #2-2018:** Approve Purchasing Policy and Procedures
- 11. Resolution #3-2018:** Approve Investment Policy

With no changes to the previous year’s resolutions, made the motion to approve all three of these resolutions at one time for 2018.

Todd Pipitone seconded, and a roll call vote was requested.

- Councilman Lambrix Aye
- Councilman Welch Aye
- Councilman Pipitone Aye
- Councilman Cook Aye

Vote: 4 Ayes. Carried

Resolutions #1, #2, & #3-2018, will be **ATTACHMENTS B, C, & D.**

12. Approve: Town Holidays 2018:

- New Years Day Monday, January 1st
- Presidents Day Monday, February 19th
- Good Friday Friday, March 30th
- Memorial Day Monday, May 28th
- Independence Day Wednesday, July 4th
- Labor Day Monday, September 3rd
- Columbus Day Monday, October 8th
- Veterans Day Monday, November 12th
- Thanksgiving Day Thursday, November 22nd
- Day after Thanksgiving Friday, November 23rd
- Christmas Day Tuesday, December 25th

Jim Welch made the motion to approve the above holidays for Town Employees for 2018, retroactive to January 1, 2018.

Second: Brad Cook

Vote: 4 Ayes. Carried

Councilman Pipitone asked that it be noted in the minutes that he does not feel that Columbus Day is a holiday.

13. Approve: Authorization for Check Signing: Mike Lambrix made the motion to allow Ken Miller or James Welch to sign checks on behalf of the Town of Palmyra.

Second: Brad Cook

Vote: 4 Ayes. Carried

Supervisor Miller took a moment to thank Councilman Welch for all his help this year.

14. Set Date for Audit of 2017 Town Financial Books: Mike Lambrix made the motion to have two board members visit each of the Town Court Justice Office, the Town Clerk's office, and the Supervisors office, and to be assigned and given the audit checklists by January 25, 2018. The board members that audit the offices would then present their findings at the February 22, 2018 meeting. Supervisor Miller and Book keeper Petra Anderson will visit the Town Justice, Councilmen Cook and Pipitone the Supervisors Office, and Councilmen Welch and Lambrix will audit the Town Clerk office.

Second: Jim Welch

Vote: 4 Ayes. Carried

15. Establish Rate for Mileage Re-imbusement: Todd Pipitone made the motion to approve the current mileage re-imbusement of \$.545 per mile. (As per IRS rate for 2018)

Second: Mike Lambrix

Vote: 4 Ayes. Carried

16. Appoint: Board Representative to Wayne County Cable TV Council: Todd Pipitone made the motion to appoint Ken Miller as representative to the Wayne County Cable TV Council.

Second: Mike Lambrix

Vote: 4 Ayes. Carried

17. Approve: Wayne County Fire Advisory Board: Todd Pipitone made the motion to appoint Ronald Hickman, of the Palmyra Fire Department, to continue representing Palmyra on the Wayne County Fire Advisory Board, ending December 31, 2018.

Second: Jim Welch

Vote: 4 Ayes. Carried

18. Approve: Resolution #4-2018 Official Undertaking of Municipal Officers: Todd Pipitone made the motion to approve Resolution #4-2018 Official Undertaking of Municipal Officers for 2018.

Second: Mike Lambrix

Vote: 4 Ayes. Carried

19. Approve: Purchase of Computer for Assessor: Mike Lambrix made the motion to approve the purchase of 7th Generation Lenovo Desktop Computer with Intel Core 15, as specified, not to exceed \$760.00. This is a budgeted item for 2018.

Second: Todd Pipitone

Vote: 4 Ayes. Carried

20. Approve: Vertical file for Assessor: Mike Lambrix made the motion to approve the purchase of a Hon 4-Drawer Legal sized vertical File, not to exceed \$446.15, Including inside delivery. This is a budgeted item for 2018.

Second: Jim Welch

Vote: 4 Ayes. Carried

21. Approve: Town Clerk to Attend Annual Conference: Brad Cook made the motion to approve the Town Clerk to attend Annual Town Clerk Conference April 22-25, 2018, in Albany NY, not to exceed \$750.00, including room, food, mileage and course fees. This is a budgeted item for 2018.

Mike Lambrix seconded, and a roll call vote was requested.

Councilman Lambrix	Aye
Councilman Welch	Aye
Councilman Pipitone	Aye
Councilman Cook	Aye

Vote: 4 Ayes. Carried

INFORMATIONAL ITEMS:

1. New List of Board Members and Meeting Dates (ATTACHMENT E)

2. Small Task Group: Councilman Cook stated that he enjoyed working as a small task force as was done for the heated highway facility project and felt that a lot was achieved that way. His thought was that a new group be formed to look at ways to generate revenue for the town. Perhaps we should look at solar panels or geothermal methods, etc. Supervisor Miller agreed that this was a good idea and that the board members should all give this thought and bring any ideas to the next meeting.

Adjourn Meeting: At 7:28 PM, Mike Lambrix made the motion to adjourn the meeting.

Second: Jim Welch

Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Town Clerk

ATTACHMENT A: AGREEMENT TO SPEND HIGHWAY FUNDS

ATTACHMENT B: RESOLUTION #1-2018 ADOPT RULES OF PROCEDURE FOR 2018

ATTACHMENT C: RESOLUTION #2-2018 APPROVE PURCHASING POLICY AND PROCEDURES

ATTACHMENT D: RESOLUTION #3-2017 APPROVE INVESTMENT POLICY

ATTACHMENT E: LIST OF BOARD MEMBERS AND MEETINGS

NEXT REGULAR MEETING:
Thursday, January 25, 2018, 7:00 P.M.
at the Palmyra Town Hall